P-CARD USER MANUAL

MAINTAINING CURRENT USERS

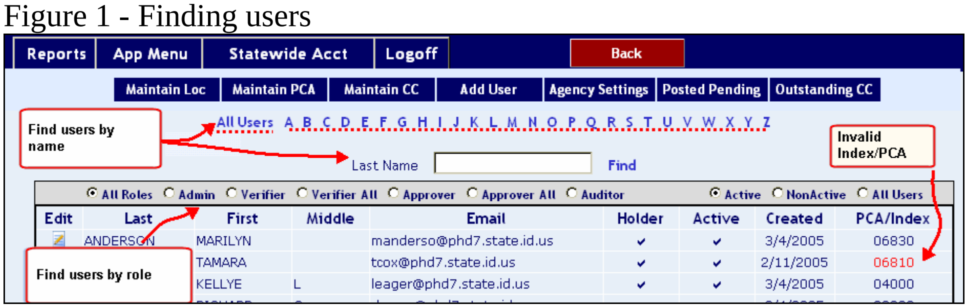
INTRODUCTION

This document will describe how to locate users in P-Card and update their settings such as their role (or security), credit card information, default PCA/Index, or Approval PCA/Index. To have a card issued or cancelled, contact the Department of Administration, Division of Purchasing at 208.332.1612. For more details, see the Department of Administration's FAQ Web page.

MAINTAINING CURRENT USERS

There are several ways to sort or find current P-Card users to check their status or edit their settings. By default, all users are shown in alphabetical order of the last name.

Figure 1 - Finding users



To view a specific user or group of users you can do any of the following:

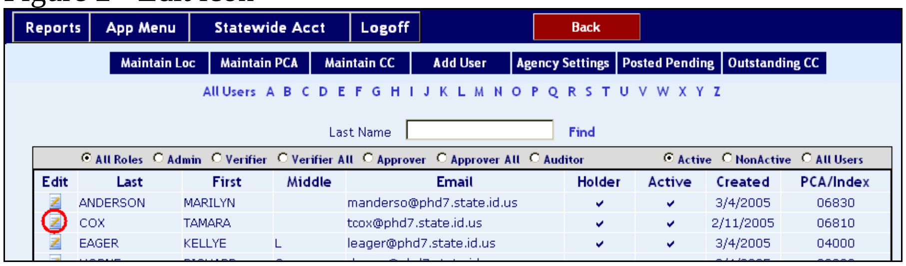
- From the alphabet list next to **All Users**, click the letter of the last name to view only those users.
- Type the **Last Name**, or part of the last name, of a user and click **Find**.
- Select the role/security. E.g., select **Approver** to view all users who are approvers or click **NonActive** to view all users who are not active in the P-Card application. You can select both a role and a status. For example, select **Verifier** and **Non Active** to view all NonActive users who were verifiers.

NOTE: If a user's default PCA or Index is invalid, the PCA/Index will be highlighted in red. This could mean that the PCA or Index is invalid for the current budget fiscal year. Transactions for a user with an invalid PCA would not be assigned fiscal codes in P-Card.

Once you have located the user, do the following:

1. Click the edit icon next to a user's name to modify their set up.

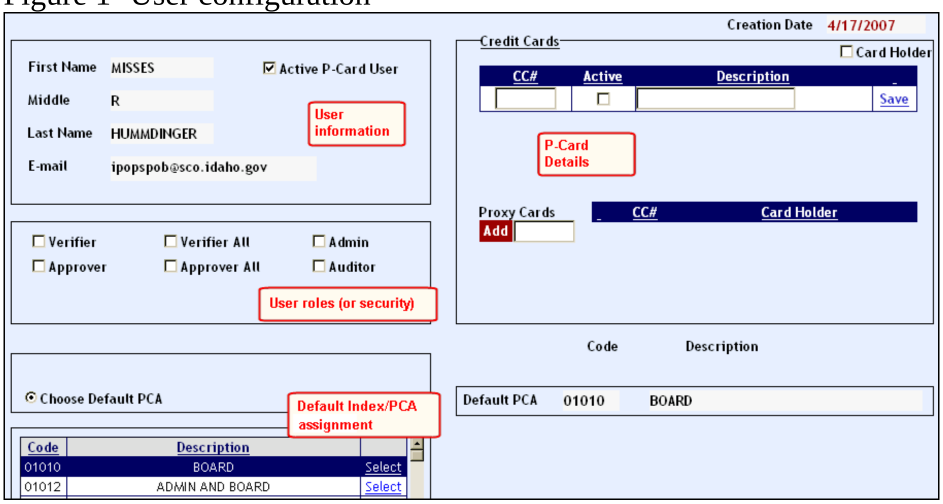
Figure 2 - Edit icon



2. The user's configuration screen will open.

The user configuration screen is essentially made up of four sections: the user information, user roles (or security), P-Card details, and default PCA/Index assignments.

Figure 1- User configuration

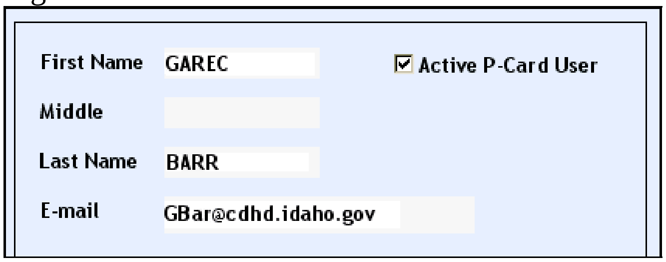


Each section is described below.

USER INFORMATION

1. Verify the user information. If it is not correct, contact your payroll representative to make sure the user has been add to the state payroll properly.
2. Select **Active P-Card User** to give the user access to the P-Card application. Uncheck this to deny the user access to the application. NOTE: This does not cancel the actual P-Card or mean they cannot use the P-Card. It only affects the user's access to the P-Card application.

Figure 2 - User information



USER ROLES (OR SECURITY)

User roles define what the user can do in the P-Card application.

Figure 3 - User roles (or security)

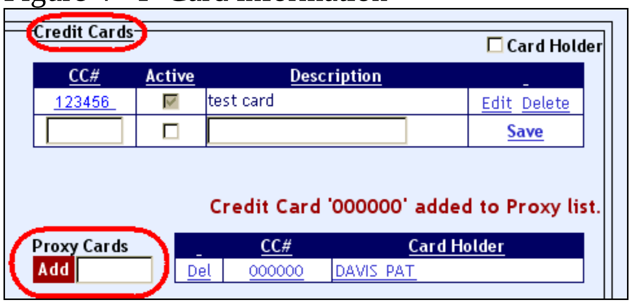
3. Select the approver, verifier, or administrator roles for the user. The options are:
   - **Verifier** - validates that the purchase recorded is valid and correct. For many agencies, the card holder is the Verifier. However, you can designate an alternate employee as a Verifier. Verifiers of multiple cards will be able to select transactions either by individual cardholder or group.
   - **Verifier All –** same functions as a Verifier but the Verifier All can verify transactions from all card holders.
   - **Approver** - approves the transmittal and the attached documentation for appropriateness of the expenditure, accuracy of the fiscal coding, etc. Approvers can approve transmittals for the level they are assigned and below. The final approver is the last approver of the transmittal before it is submitted to STARS. (Agencies must have at least one approval level.) NOTE: To restrict users from approving their own transactions at any approval level, select **Agency Settings** on the main Administrator screen and click **Restrict User** (this affects all users).
   - **Approver All –** same functions as an Approver but the Approver All can approve transmittals from all card holders.
   - **Admin –** gives a user full P-Card application administrator access.
   - **Auditor –** auditors can view transactions and transmittals but do not have any capability to verify, approve, add, or make changes to users. Auditors can run all reports.
4. Select the **Approval Level** when you select **Approver** or **Approver All**.

   Each transmittal must be approved by each approval level. Thus, by assigning different approvers to different approval levels, you can help maintain internal controls for your business process.

P-CARD DETAILS

This section sets up the card holder, the P-Card, and proxy cards (if applicable). NOTE: The **Maintain CC** menu can perform some of the same functions. See the Maintaining Credit Card and Proxy Verifier documentation.

Figure 4 - P-Card information



1. Select **Card Holder** if the user is the actual holder of the P-Card you are entering. (Leave blank if the user is a verifier or approver but not the card holder.)
2. To add a new card to a current user, enter the last six digits of the P-Card number in the **CC#** field. NOTE: Do not use a placeholder (e.g., 999999). Actual credit card numbers must be entered into the application.
3. Check the **Active** check box to make the card active in the P-Card application. Only one card can be active per user, although a user may have several card numbers assigned to them for approval or verification.

   NOTE: If a card is lost or stolen, do not delete the card number. Leave the lost/stolen card active until all the transactions are received from Wells Fargo, and then change the card to inactive. If you delete the card, you will lose the transaction history in the P-Card application. Click here for specific instructions.
4. Enter a **Description** if desired.
5. Click **Save** next to the card information.
6. To add a proxy card number, enter the last six digits of the card number in the **Proxy Cards** field and click **Add**. The card number and card holder for whom the new user will be a proxy will be displayed. Adding the card number to the user makes the user a proxy verifier – this person can verify transactions on that card in place of the card holder.
   NOTE: **Maintain CC** assigns existing P-Card users to a card whereas when you add or update an existing user to be a proxy verifier, you assign cards to the user. See Maintaining Credit Cards and Proxy Verifiers for more information.

CHANGE THE DEFAULT PCA/INDEX AND ASSIGN APPROVAL PCA/INDEX

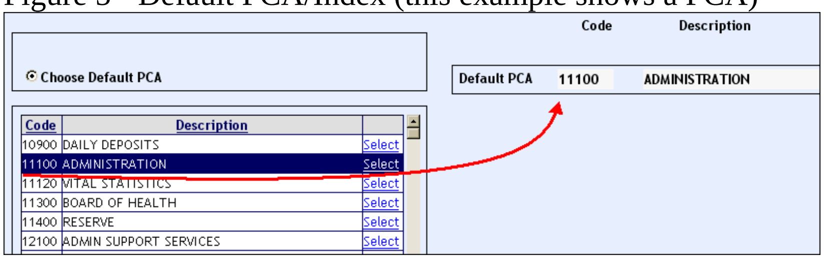
NOTE: To make changes to the default PCA/Index or Assigned Approval PCA/Index for multiple users, use the **Maintain PCA/Index/Location** screen – you do not have to edit each individual user. See the Maintaining Default or Assigned PCA, Index, Location Codes documentation.

By changing a default PCA/Index/Location, any user currently assigned a given default PCA/Index/Location can be updated with a new default PCA/Index/Location. You can also view which users are currently assigned a given default PCA/Index or approval PCA/Index.

To update an individual user:

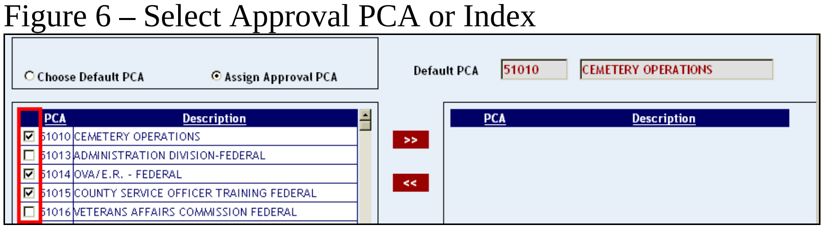
1. Select **Choose Default PCA** or **Choose Default Index** (the choice displayed depends on your agency structure) to assign a default PCA or Index to the card holder/card number.
2. Click **Select** next to the Index or PCA needed. The **Default PCA/Index** will be replaced.

Figure 5 - Default PCA/Index (this example shows a PCA)



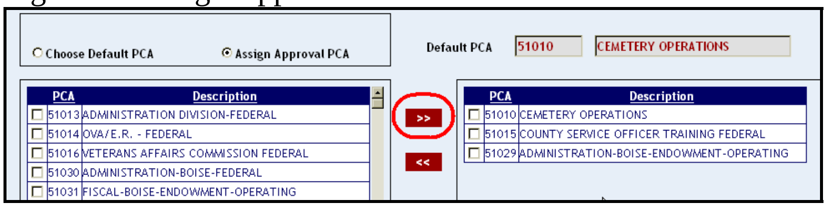
3. If setting up an Approver/Approver All, you can also select **Assign Approval PCA** or **Assign Approval Index** (the choice displayed depends on your agency structure).
4. Check the check box next to the PCAs or Indexes you want to assign to the approver.

Figure 6 – Select Approval PCA or Index



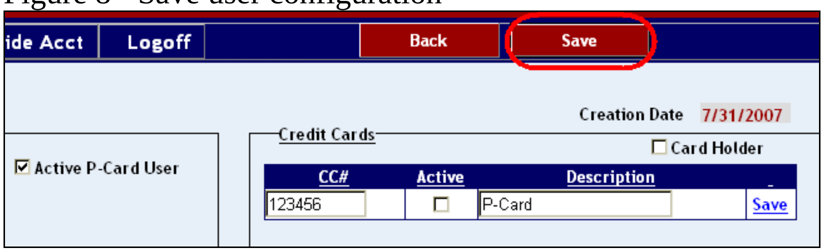
5. Click the right arrow icon to assign the selected PCAs or Indexes. (To remove a PCA/Index, check the check box of an assigned PCA/Index and click the left arrow icon)

Figure 7 - Assign Approval PCA or Index



6. After the user configuration is complete, click **Save** (on the top menu bar).

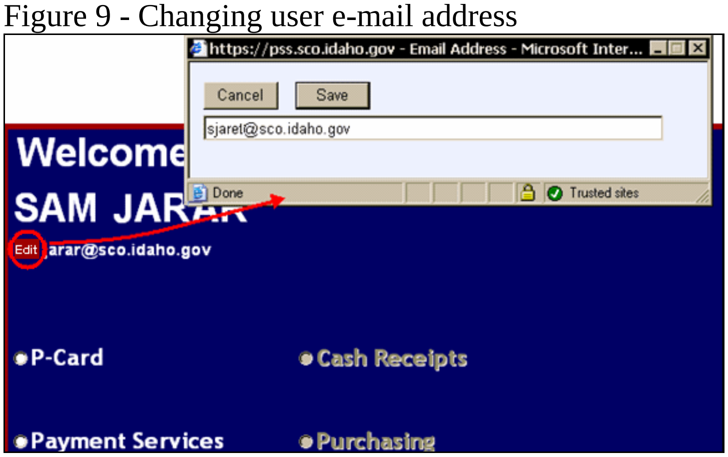
Figure 8 - Save user configuration



UPDATING A USER'S E-MAIL ADDRESS

Administrators do not change a user's e-mail address. Each user updates his or her email address on the log on screen to Statewide Accounting Systems. When logging on, your user must click **Edit** next to their e-mail address, enter their correct address, and then click **Save**.

Figure 9 - Changing user e-mail address

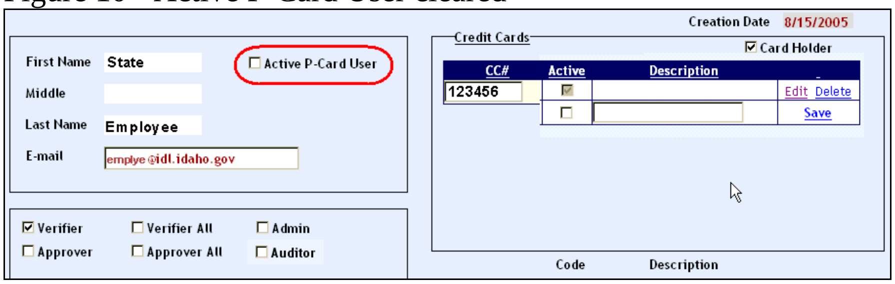


INACTIVATING A USER

If a P-Card user leaves your agency or is no longer a P-Card user, inactivate the user from the application.

1. Click the edit icon next to a user's name.
2. Click the check box next to **Active P-Card User** to clear it.
3. Leave the credit card **Active** until all transactions for the user have cleared. Do not delete the card. If there are proxy verifiers for the card, they will be able to see the transactions and verify them.
4. Click **Save** (on the top menu bar).

Figure 10 - Active P-Card User cleared



NOTE: When an employee leaves the state payroll and EIS updates their records to reflect this, the user will no longer be able to access *any* of the Statewide Accounting System applications even if they are still able to log on to the SCO Web site.